



## Dear Sun Safety Kit Recipient:

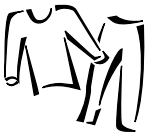


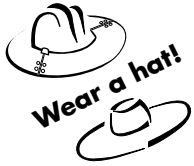
Thanks for your interest in protecting park and recreation staff, as well as patrons, from skin cancer. The purpose of the kit is to increase awareness and practice of sun-safety principles and strategies. The kit includes educational materials that should be copied and distributed to staff and patrons. Promotional items such as posters and notepads are also provided to reinforce the education messages. Please keep the kit (box) in a place that will remind senior staff to always incorporate sun-safety practices within all outdoor activities.

### Here's a step by step plan describing how the kit components can be utilized:

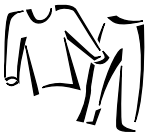
- (1) Using the envelope marked "Handout Masters," copy and distribute to all outdoor staff the handouts entitled:
  - (a) "Sun Safety: What Parks & Recreation (P & R) Staff Should Know"
  - (b) "Skin Cancer Testimonials"
  - (c) "Ultraviolet Count by Half-hour"
  - (d) "Ultraviolet Count by Month"
  - Also route the enclosed brochures and bookmarks among employees. **Be sure to share the education materials with all outside workers including program staff, maintenance workers, and grounds crews, etc.**
  - In addition to distributing the printed skin cancer testimonials, senior staff may want to encourage employees who have had skin cancer to share their experiences.
  - The two "ultraviolet count..." charts demonstrate that highest exposure to harmful UV rays occurs: (a) during the middle hours of the day, and (b) during the months of March through October.
  - The handout entitled, "Sun Safety: A Brief Summary" is a greatly condensed version of "Sun Safety: What Parks & Recreation (P & R) Staff Should Know." This summary may be used as you see fit, such as for bulletin boards, employee work stations, or distributed with paychecks, etc., as a seasonal reminder for workers to practice sun-safety behaviors.
  - Show the video "Sun Safety for Outdoor Workers" to staff.
- (2) After they read the above materials and view the video, give all participating staff the quiz entitled, "Quiz: Understanding Skin Cancer." The answer key for this quiz is provided for "grading" the quiz. It is suggested that staff who miss more than two of the 14 questions should restudy the materials and take the quiz again.
- (3) Display the posters in high traffic areas to assure maximum exposure **to both staff and patrons.**

Cover up!





Cover up!



- (4) The notepads and stickers are provided primarily for the staff person coordinating use of the kit, but the coordinator may choose to distribute them among staff.
- (5) Senior staff are strongly encouraged to review the “Parks and Recreation: Sun Protection Policy Guidelines” and later create a sun-safety policy for their site based on the model provided.
- (6) The handout “Parents! Protect Your Children and Yourselves From Too Much Sunlight” should be copied and distributed to all adult patrons, especially those with children. Staff should encourage parents to provide sun-safety items for their children, including wide-brimmed hats, long clothes, and sunscreen, etc.
- (7) The “Sun Safety Announcement for Employees” should be used by supervisors – on a monthly basis – to remind and encourage staff to practice sun-safety behaviors on the job.

### Materials Reordering & Additional Information

Some items in this kit were produced by either The Skin Cancer Foundation or the American Academy of Dermatology. Contact these organizations directly to order additional copies of such materials:

### Kit Evaluation

This sun-safety kit has been sent to your organization free of charge. However, **you are requested to complete and fax or mail in the enclosed evaluation form.** The form is entitled, “Sun Safety Kit Evaluation Form: Parks & Recreation Programs” and is printed on light blue paper. **The form should be completed by \_\_\_\_\_, but not before your facility has implemented the kit for at least two months.** Your response will greatly assist for determining the impact of the kit and gathering suggestions for future revision of the kit.



### In Conclusion

Please use all the components of the kit, if practical. Keep the education handout “masters” in a safe place - such as the kit (box) - for use in making copies. Direct any questions, comments, or concerns to:



Cover up!

